

ADVERT ID 245865

General

RIAM

36 - 38 Westland Row Dublin 2 Dublin D02WY89
<https://www.riam.ie>



MAIN DETAILS

Status: Active
Level: Higher & Further Education
Date Posted: Mon Oct 20 2025
Application Closing Date: Fri Oct 31 2025
Commencement Date: Wed Nov 12 2025
Status of Post: Fixed-term
Number of Vacancies: 1

POST DETAILS

Title:

Programme Manager for 3rd level academics

Description:

Job Title: Temporary Programmes Manager (fixed term contract)

Reporting to: Head of Programmes, Research and Academics

Role type: Fixed term specified purpose (maternity leave cover contract) Full Time based on 35 hours net per week

Annual leave: 29 Days annual leave per annum

Salary Scale: Based on point 1 of the Grade V (Staff Officer) Pay Scale (appendix 1)

Expected start date: Beginning of November 2025

The nature of this role will involve on-site/office work but WFH is also accommodated where possible in line with our Flexible and Remote Working Policy

ROLE DESCRIPTION:

We are seeking a highly organised and proactive Temporary Programmes Manager to join the Royal Irish Academy of Music to take up a maternity leave cover contract. As the Temporary Programmes Manager, you will play a crucial role in providing comprehensive administrative assistance to the Head of Programmes, Research and Academics and the Heads of Faculty from the 3rd/4th Level office. Your exceptional attention to detail, excellent communication skills, and ability to work collaboratively will contribute to the smooth functioning of the RIAM and the success of our faculty and students.

ROLE RESPONSIBILITIES:

General Programmes Administration

Programmes Manager for general, holistic, and academic components, which includes:

- Assist with managing academic classes and electives (as above)
- Holistic coordination (timetable, engaging externs, arranging payments)
- Timetable (annual timetable management working with Facilities and Buildings Manager)
- Student Attendance/ /Extenuating Circumstances (managing the process and communicating to staff)
- Management of Assignment submission which includes a detailed roadmap (managing a process of student submission)
- Coordinating Master's electives (managing process for all students including collating info about choices)
- Take and disseminate meeting minutes for committee meetings (specifically Doctorate)
- Assisting with organising Student Orientation week and coordination of Student Support Leaders.

Performance Components Administration

Administrative assistance for performance components, which includes:

- Assist with development of new processes
- Assist with managing 'Performing in Context' electives (managing elective process, contact students, log and communicate electives, attendance trackers, liaising with teachers,)
- ' and second study electives and individual education plans
- Additional ad hoc duties as reasonably required by Heads of Faculties
- Support Doctoral Studies coordinator as required to include scheduling exams (this is big part of role) – student comms, viva voce, perf exmas, progress reports, liaising with TCD
- Support B Mus Ed Coordinator as required (managed at high level by Marie Moran)
- Programme student support (e.g. extenuating circumstances, queries etc.)

TRAINING, EXPERIENCE AND QUALIFICATIONS:

The ideal candidate will have:

- Proven experience of at least 5 years in an administrative support role in 3rd level education
- Strong organisational and time management skills with the ability to prioritise tasks and meet deadlines.
- Excellent verbal and written communication skills, including exceptional attention to detail.
- High level of proficiency in Microsoft Office (SharePoint/advanced excel) and familiarity with student database management systems.
- Ability to handle sensitive and confidential information with discretion.
- Collaborative mind-set with the ability to work effectively within a team and build positive relationships.
- Flexibility to adapt to changing priorities and work in a fast-paced environment.

PERSON SPECIFICATION:

Skills and Competencies

The Programmes Manager should be able to demonstrate that they possess the necessary acumen required for this position which includes the following person skills and competencies:

- Patience and concentration for task completion with high attention to accuracy and detail.
- Excellent interpersonal and communication skills, both written and verbal, for communicating with internal and external stakeholders.
- Can work effectively on a number of task at the same time.
- Excellent time management skills.
- Ability to solve problems, work on own initiative and work well under pressure.

We are committed to a policy of equal opportunity and encourage applications under all nine grounds of the Employment Equality Act.

If you have a disability or need reasonable accommodation made during the selection process, we strongly encourage you to share this with us so that we can ensure you get the support you need. Reasonable accommodation in our selection process refers to adjustments and practical changes which would enable a disabled candidate to have an equal opportunity for this competition.

Appendix 1

Pay scale

Grade V 1 €51,723

2 €53,268

3 €54,845

4 €56,455

5 €58,077

6 €59,966

7 €61,864

APPLICATION REQUIREMENTS

- CV (Digital)

Applications may be submitted by

- Email

APPLY TO THIS JOB VACANCY

Apply To: Ruth Meehan
RIAM
36 - 38 Westland Row
Dublin 2
Dublin
D02WY89

County: Dublin

Postal District: Dublin 2

Enquiries To: ruthmeehan@riam.ie

Website: <https://www.riam.ie>

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